

State of California
Air Resources Board
ACCEPTABLE INTERNET USE

Acceptable ARB Internet use:

1. The Internet access provided by the Air Resources Board (ARB) is to be used for ARB business purposes only.
2. Access is to be used in an ethical manner. Users shall respect the security and privacy of all systems accessible through the Internet by not illegally gaining access to them.
3. Individuals are required to observe all copyrights and license agreements for software products.
4. No one shall use the ARB's Internet access for illicit purposes, including personal financial gain; solicitation; or transmission of offensive, threatening, obscene, or harassing materials. The ARB reserves the right to monitor the content of Internet transmissions.
5. Users must adhere to the policies of all computer systems accessed while using the Internet.
6. Internet access shall not be used in a manner that will compromise or cause disruption to any of the ARB's networks or services.
7. The responsibility for payment of license fees (when applicable) for files or software downloaded from the Internet is that of the account holder unless appropriate ARB procurement procedures were followed prior to receiving the software.
8. Users shall scan programs downloaded or transmitted to the ARB's computers, using a current virus detection program. If a virus is detected, the user's LAN Administrator and the Help Desk (helpdesk@arb.ca.gov) must be notified immediately.
9. Notwithstanding other provisions of the policy, incidental use of the Internet or e-mail for personal reasons, by employees of the ARB is acceptable as long as it does not interfere with job performance, violate other terms of this policy or incur added costs to the State. Such use should be kept to a minimum.

I acknowledge that if I violate any of the above, my access to the Internet may be revoked without notice and I may be subject to corrective action.